

NCANG AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2004-03

OPENING DATE: 06 February 2004

CLOSING DATE: 08 March 2004

ANTICIPATED FILL DATE: To Be Determined

POSITION TITLE AND AFSC:

SECRETARY (OA)
80032000 PSN: 814556
AFSC: 3A0XX

GRADE AND SALARY:

Pay and allowances commensurate with military
grade not to exceed TSGT/E-6.

UNIT/ACTIVITY AND DUTY LOCATION:

118th ASOS
NCANG, New London, NC

AREA OF CONSIDERATION:

The area of consideration for this position is STATE OF NORTH CAROLINA.

HOW TO APPLY: All eligible applicants must submit an Application for Active Duty Guard/Reserve (NGB Form 34-1) to the Office of the Adjutant General, State of North Carolina, ATTN: MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, not later than the close of business on the above indicated closing date.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Must meet the mandatory requirements for entry, award, and retention of AFSC as stated in AFM 36-2108. Knowledge is mandatory of: the organizational functions and procedures necessary to perform such duties as distribution and controlling mail; referring phone calls and visitors and providing general non-technical information. Knowledge of the filing system and various references and handbooks commonly used by the staff in order to classify, search for and dispose of materials. Knowledge of procedures required to maintain leave records of the staff and to prepare forms required for various personnel actions. Knowledge and skill to coordinate the work of the office with subordinate offices. Knowledge of grammar, spelling, punctuation and required formats. Knowledge of general office automation software, practices, and procedures and competitive level proficiency in typing to accomplish word processing/office automation responsibilities.

MILITARY ASSIGNMENT: Assignment in an Enlisted position, 118TH ASOS, NCANG, AFSC: 3A0XX, and appropriate military UMD grade. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training. Member must remain in the position to which initially assigned for a minimum of 12 months.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position is located in an Army or Air National Guard organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates in the management of the office by applying a good working knowledge of the organizational functions and procedures in order to relieve the supervisor(s) of clerical and administrative support work. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Provides information desired when routine or procedural matters of the office are involved. Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from supervisor. Keeps informed of supervisors whereabouts to assure minimum delay concerning important messages or visitors. Receives incoming correspondence, screens material prior to distribution, establishes controls, and follows up for the supervisor. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Returns such communications to originator for correction. May advise and instruct subordinate offices to obtain higher degree of compliance with general policies and correspondence procedures. Maintains office files of correspondence, directives, regulations, and other convenient information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

